

Subject: Civil Rights Coordinator Job Responsibilities

Effective Date: October 1, 2005

Revised from:

Policy: Each clinic must appoint one person to act as the local WIC Civil Rights Coordinator. The Civil Rights Coordinator is responsible for providing and coordinating compliance and support activities of the Federal, State and Local civil rights and nondiscrimination. All local WIC employees are responsible for assisting in the implementation of and compliance with civil rights and nondiscrimination support activities. The Coordinator will have responsibilities that require working directly with WIC clients.

Reference:**Procedure:**

1. The clinic designates one staff person to fulfill the responsibilities of the local WIC Civil Rights Coordinator.
2. The clinic notifies the State WIC Office of the person designated as Civil Rights Coordinator.

The following table defines the typical roles of the local WIC Civil Rights Coordinator.

WIC SERVICE	WIC Civil Rights Coordinator
Civil Rights Coordination	<ul style="list-style-type: none"> • Plans, manages, implements and evaluates local agency compliance with civil rights, nondiscrimination policies and procedures. • Reviews local discrimination complaints regarding staff, clients, and vendors. • Interprets and disseminates current civil rights and nondiscrimination information and grievance procedures to local WIC staff, participants and the public. • Maintains the civil rights and complaints files at local level. • Forwards civil rights complaints directly to the State WIC Office. • Forwards a copy of all non-civil rights complaints to the State WIC Office.
Training	<ul style="list-style-type: none"> • Determines the nature and extent of training needs of the local clinic staff and utilizes training and education materials to meet the need. • Provides orientation to new clinic staff on civil rights, nondiscrimination and grievance procedures.
Knowledge/Skills Requirements	<ul style="list-style-type: none"> • Broad knowledge of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, (as amended, 29 U.S.C. 1974), Age Discrimination Act of 1975, Child Nutrition Action of

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	<p>1996, as amended, and Executive Order 11764, 3A CRF124 (January 21, 1974).</p> <ul style="list-style-type: none">• Knowledge of fair hearings, as per § FR 246.9, PRI:03.00.00 – Fair Hearings, and PRI: 03.01.00 – Fair Hearing, Request and Procedures.• Full range of skill in presenting oral and written ideas in a clear, concise, and persuasive manner to professionals and the public.• Completion of the Self-Instructional modules-Complaints, Civil Rights, Fair Hearing and Dual Participation.
Professional Credentials	<ul style="list-style-type: none">• None• Experience in providing civil rights and nondiscrimination support and promotional services is desired.